



*RFA Governing Board*  
**MEETING AGENDA**

**West Benton Regional  
Fire Authority**  
1200 Grant  
Prosser, WA 98350

**DATE:** Regular Board Meeting  
January 19, 2020  
**TIME:** 18:00 hours (6:00p.m.)  
**LOCATION:** **REMOTE MEETING - ZOOM**

WBFR Zoom Meeting Information:  
[Click here to connect to the meeting](#)  
Meeting ID: 275 438 3418  
[Please call the office for the password](#)

**Call to Order**  
**Flag Salute**  
**Roll Call**

**Attendees will participate remotely, via zoom, due to the COVID19 Virus**

**Public Comments**

*Governor Inslee issued a proclamation that temporarily suspends portions of the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) to help minimize in-person contact. Commissions are temporarily prohibited from holding in-person meetings with the public present. Please contact the District Secretary 509-786-3873 for information on accessing the conference call.*

**CONSENT AGENDA**

1. **Approval of Meeting Minutes** – January 5<sup>th</sup>, 2020
2. **Agenda Approval** – January 19<sup>th</sup>, 2020
3. **Voucher Approval** – # 210103001 thru # 210103024 and #210104001 in the amount of \$28,901.93.

**OLD BUSINESS**

1. **Equipment Purchases**
  - The Local Program Purchases: Type 5 Engines, Dozer
  - Rosenbauer Purchase Order Type 1
2. **EMS**
  - 2022 EMS Plan Discussion

**NEW BUSINESS**

1. **Correspondence**
  - Governing Board
  - Staff Reports
2. **2021 Employee Salaries**
  - Review and Approve MOA's

**Good of the Order**

- Approval of Vouchers**
  - Reminder to email your approvals
- Next Board Meeting**
  - February 2<sup>nd</sup>, 2021

**ADJOURN**

**WEST BENTON REGIONAL FIRE AUTHORITY**

**TUESDAY, JANUARY 5, 2021**

**WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER**

Chief Seth Johnson called the January 5th, 2021 West Benton Regional Fire Authority regular meeting to order at 6:00pm.

**ROLL CALL**

**Present:** Commissioners David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Dewey Holliday

**Others in attendance:** Fire Chief Seth Johnson and Contract Administrator Slita Bradley, Captain Scott Friend

**PUBLIC COMMENTS**

There were no comments from the public.

**APPROVAL OF MINUTES**

Fire Chief/Secretary Seth Johnson called for the approval of minutes from the December 15<sup>th</sup> regular Governance Board Meeting.

Commissioner Clizbe suggested correction on the commissioner approval of purchasing a Type 1 and a Type 5 truck. It should have stated approval of purchasing two Type 1 engines.

Commissioner Fox made a motion to approve the minutes with the suggested change, Commissioner Williams seconded motion. Motion passed.

**ORGINIZATIONAL MEETING**

Fire Chief/Secretary Seth Johnson referred to Policy 1060 regarding nomination of Governance Board Positions. No new fire commissioners. He welcomed existing commissioners to 2021.

Admin Bradley discussed roles and responsibilities of board member positions.

Nominations for Governance Board Chairperson opened:

Commissioner Holliday Nominated Commissioner Clizbe for the position of Chairperson, and Commissioner Clizbe accepted.

Commissioner Fox Nominated Commissioner Williams for the position of Chairperson, and Commissioner Williams accepted.

Nominations closed. Fire Chief/Secretary Seth Johnson called for the vote.

Commissioner Holliday and Moon voted for Commissioner Clizbe for the chair position.

Commissioner Fox voted for Commissioner Williams for the chair position.

Commissioner Clizbe was declared the Board Chair for 2021.

Board Chair Clizbe opened nominations for Governance Board Vice Chair:

Commissioner Moon Nominated Commissioner Williams for the position of Vice Chairperson, and Commissioner Williams accepted.

Nominations closed. Commissioner Clizbe called for the vote. Commissioner Williams declared the Board Vice Chair for 2021.

### **CONSENT AGENDA**

Commissioner Williams moved to approve the consent agenda. Commissioner Fox seconded the motion. The motion carried.

### **OLD BUSINESS**

#### **EQUIPMENT PURCHASES**

Commissioner Clizbe asked about the discount on the chassis prepayment. Chief Johnson said it will be applicable on Type 1 Purchase. The crew will head to Boise to finalize the specifications for Type 5's. It will be an overnight trip.

Captain Friend and Damron are determining the best dozer equipment for the district. The vendor is in the Tricities. Chief Johnson believed that they would come up with excellent recommendation. More to follow.

Type 1 – it is on the Sourcewell Contract. The district can purchase directly through the contract. The price was quoted 6 months ago. The price is now increasing by 2%. However, with the prepayment discount, the district is still seeing \$2,000 under the budget. Both trucks will be delivered in 12 months.

#### **EMS**

Chief Johnson reported that the plan was to serve as a path to integrated EMS at the departmental level. Chief Johnson is seeking a motion to pursue integrating EMS to the fire district. The plan is for 2022 so the decision has to be taken relatively soon. Commissioner Holliday was wondering whose timeline this is. Chief Johnson reported that he spoke with the Prosser Hospital and they are eager to transfer the service to the district. Commissioner Clizbe expressed his concerns on EMS levy approval rate and the cost of operations. Chief Johnson reported that the details can be discussed at a later date. Commissioner Williams suggested that it would be wise to pursue the plan only if the EMS levy passes. He does not see how the district can support the plan without EMS levy. Commissioner Fox wanted to understand more about the costs and revenues. Chief Johnson reported that expected expenditures would be \$1,375,000 and the revenues would be \$950,000. The district would need to find more funding mechanism such as EMS levy to close the gap. The next page explained how each rate would affect the funding gap. There will be 10 personnel to support the plan. Commissioner Moon can support the EMS levy as a funding mechanism. He cannot support the Interfacility Transports (IFTs). Chief Johnson mentioned that the plan must meet the current service provided so that the hospital can support the transfer of the plan. Commissioner Williams attended the reimbursement for non-transports webinar, and he found that there is opportunity for the district to bill to recoup the non-transports costs. Commissioner Clizbe concerned about the facility to host the personnel and equipment.

There are 3 opportunities to be on the ballot, Special election in April, Primary election in August, and General election in November. Commissioner Clizbe supported Commissioner Williams being a part of a committee. Chief Johnson explained that the board eventually needs to give the permission for Commissioner Williams to speak on behalf of the district.

Commissioner Fox made a motion to authorize Chief Johnson and Commissioner Williams to continue an EMS service discussion with Prosser Memorial, seconded by Commissioner Holliday, and the motion carried.

Commissioner Holliday requested the open communication and would like to be notified of the meeting dates with the hospital.

## **NEW BUSINESS**

### **GOVERNING BOARD REPORTS**

The board was wondering when they can meet in person yet. Chief Johnson reported that even though the board are allowed to meet in person, the meeting has to be broadcasted to the public anyways.

### **STAFF REPORTS**

Chief reported on the number of calls

Staff meeting – SCBAs

He will contact labor attorney regarding new hiring and negotiation of the CBA.

Commissioner Holliday suggested that one of the board members should be working with the chief on the CBA. Chief Johnson reported that Kevin has been the point of contact and he reports back to the board.

### **RESOLUTIONS**

Commissioner Williams made a motion to adopt Resolution 2021-2. Motion was seconded by Commissioner Fox. Motion passed.

Commissioner Fox made a motion to adopt Resolution 2021-3. Motion was seconded by Commissioner William. Motion passed.

Commissioner Williams made a motion to adopt Resolution 2021-4. Motion was seconded by Commissioner Moon. Motion passed.

Commissioner Williams made a motion to adopt Resolution 2021-5. Motion was seconded by Commissioner Moon. Motion passed.

Commissioner Fox made a motion to adopt Resolution 2021-6. Motion was seconded by Commissioner Williams. Motion passed.

Commissioner Fox made a motion to adopt Resolution 2021-7. Motion was seconded by Commissioner Williams. Motion passed.

Commissioner Fox made a motion to adopt Resolution 2021-8. Motion was seconded by Commissioner Williams. Motion passed.

**CONTRACT**

Chief Johnson discussed the contract for Chaplain Services for 2021. Commissioner Williams recused himself from voting since he is a part of the chaplain services.

Commissioner Fox made a motion to approve contract, Commissioner Moon seconded motion. Motion passed.

**OT Report**

Chief Johnson presented the overtime report. Commissioner Clizbe wanted to see more breakdown report by tasks. Commissioner Holliday wanted to see the relationship between OT and call volumes. Chief Johnson reported that once there are more people staffing the station, the overtime rate will decrease.

At 1922 hrs., the board called an executive session per RCW 42.30.110 (g) for 30 minutes. At 1952 hrs., the meeting was resumed to a regular session with no actions to follow.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 1957 pm

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Richard Clizbe, CHAIRMAN

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SLITA BRADLEY, ADMINISTRATOR

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 07:26:22 Date: 01/18/2021

01/21/2021 To: 01/21/2021

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210103001	100230 AMAZON CAPITAL SERVICES INC	19	01/21/2021	Claims	1	680.07	AMAZON PURCHASES	100230
210103002	114645 ARAMARK UNIFORMS SERVICES	20	01/21/2021	Claims	1	21.72	CARPET CLEANING	114645
210103003	123093 BACKDRAFT OPCP, LLC	21	01/21/2021	Claims	1	274.95	2021 SUBSCRIPTION	123093
210103004	148103 BENTON REA	22	01/21/2021	Claims	1	27.52	COMMUNICATION	148103
210103005	148103 BENTON REA	23	01/21/2021	Claims	1	59.95	POWERNET TECH FEE	148103
210103006	173116 BRADLEY SLITA	24	01/21/2021	Claims	1	875.00	CONTRACT ADMINISTRATOR	173116
210103007	213169 CASCADE NATURAL GAS	25	01/21/2021	Claims	1	860.27	GAS SERVICE	213169
210103008	224132 CITY OF PROSSER	26	01/21/2021	Claims	1	619.06	UTILITIES 1200 GRANT	224132
210103009	224132 CITY OF PROSSER	27	01/21/2021	Claims	1	28.11	UTILITIES 1232 GARNT	224132
210103010	224155 CITY OF RICHLAND	28	01/21/2021	Claims	1	2,453.58	DISPATCH SERVICE	224155
210103011	238803 CONNELL OIL INC.	29	01/21/2021	Claims	1	435.49	VEHICLE FUEL	238803
210103012	247320 COY'S PLUMBING	30	01/21/2021	Claims	1	641.83	REPLACE SHOWER VALVE	247320
210103013	323007 FAST MOBILE SERVICES LLC	31	01/21/2021	Claims	1	99.13	BACKUP LIGHT AND PRESSURE PROTECTION VAL; SINGLE CHECK VALVE	323007
210103014	836490 KUFFEL HULTGREN KLASHKE SHEA & ELLERD LL	32	01/21/2021	Claims	1	43.75	LEGAL FEE	836490
210103015	539915 L N CURTIS & SONS	33	01/21/2021	Claims	1	3,292.81	ULTRA ELITE HEAD HARNESS; ANNUAL FLOW TESTING	539915
210103016	747677 PROSSER RECORD BULLETIN	34	01/21/2021	Claims	1	181.13	ADVERTISING	747677
210103017	842121 SHRED-IT US JV LLC	35	01/21/2021	Claims	1	23.38	SHREDDING SERVICES	842121
210103018	105773 SPRINGBROOK HOLDING COMPANY	36	01/21/2021	Claims	1	6,344.14	2021 ACCOUNTING SOFTWARE	105773
210103019	918218 TOM DENCHEL FORD COUNTRY	37	01/21/2021	Claims	1	890.67	TRUCK MAINT	918218
210103020	922562 TRI COUNTY FIRE COMMISSIONER	38	01/21/2021	Claims	1	50.00	2021 ANNUAL FERE	922562
210103021	930132 US BANK, CORPORATE PAYMENT SYSTEM	39	01/21/2021	Claims	1	1,536.01	MISC PURCHASES	930132
210103022	936148 VERIZON	40	01/21/2021	Claims	1	360.20	DATA USAGE	936148
210103023	949747 WASHINGTON FIRE CHIEFS	41	01/21/2021	Claims	1	1,800.00	2021 DUES	949747
210103024	949734 WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	42	01/21/2021	Claims	1	2,500.00	2021 DUES	949734

Total Checks:

24,098.77

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 07:26:22 Date: 01/18/2021

01/21/2021 To: 01/21/2021

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

_____	_____	_____
Chairman	Board Member	Board Member

_____	_____
Board Member	Board Member

\_\_\_\_\_  
Administrator

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:12:24 Date: 01/19/2021

01/22/2021 To: 01/22/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210104001 275022 DEPT OF TREASURY - IRS	43	01/22/2021	Claims	1	4,803.16	IRS 3RD QUARTER BALANCE OWED	275022

Total Checks: 4,803.16

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Administrator



**Memorandum of Understanding**

This Memorandum of Understanding is made between West Benton Regional Fire Authority, hereafter referred to as WBRFA, a municipal corporation, and Jessica Trevino, henceforth referred to as “Administrator.”

**WHEREAS**, the employment agreement between WBRFA and the Administrator was entered on the 3<sup>rd</sup> day of April 2018 and remains in effect; and

**WHEREAS**, the Governance Board has performed a job performance evaluation consistent with Article 9, Sections A through D of the employment agreement; and

**WHEREAS**, the Governance Board has determined an appropriate salary adjustment.

It is mutually agreed between the parties to adjust the Administrators annual salary (+2%) as follows:

Article IV – The hourly wage for the Administrator shall be \$26.97 for regular compensated time beginning January 1<sup>st</sup>, 2021.

This Memorandum of Understanding is signed and executed on this 19th day of January 2021. The parties indicate agreement with this Memorandum of Agreement by their signatures below.

Each party acknowledges receipt of a signed copy of this agreement.

\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*

Administrator:

\_\_\_\_\_  
Jessica Trevino, Administrator

Attest:

\_\_\_\_\_  
Seth Johnson, Fire Chief

**Memorandum of Agreement**

This Memorandum of Agreement is made between West Benton Regional Fire Authority “WBRFA”, a municipal corporation, and Seth Johnson “Fire Chief”.

**WHEREAS**, the employment agreement between WBRFA and the Fire Chief entered into on the 17<sup>th</sup> day of November 2017 remains in full effect; and

**WHEREAS**, the Governance Board has performed a job performance evaluation consistent with Article 9, Sections A through D of the employment agreement; and

**WHEREAS**, the Governance Board has determined an appropriate salary adjustment.

**NOW THEREFORE**, it is mutually agreed between the parties to adjust the Fire Chiefs annual salary (+2%) to \$109,140, payable in monthly installments beginning the 1<sup>st</sup> day of January 2021.

This Memorandum of Agreement is signed and executed on this 19<sup>th</sup> day of January 2021. The parties indicate agreement with this Memorandum of Agreement by their signatures below. Each party acknowledges receipt of a signed copy of this agreement.

\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*  
\_\_\_\_\_ *Commissioner*

Fire Chief:

\_\_\_\_\_  
Seth Johnson, Fire Chief

Attest:

\_\_\_\_\_  
Jessica Trevino, Administrator